

Role Appointment Process

- **WHO:** Appointing/designating authority
- **WHAT:** Makes written request to LMS
- THOW: Via message to Army Training Help Desk (https://ask-atsc.army.mil)
- ⇒WHEN: Prior to designee accessing LMS in requested role

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ATHD Composition

- ⇒ The Army Training Help Desk (ATHD) is made up of three functional components:
 - Distributed Learning System (DLS)
 - Army Training Support Center (ATSC)
 - Proponent (School)
- These organizations are accessed by the soldier or civilian through a single portal: ATSC's Help Desk at ASK-ATSC.
 - 1-800-ASK-ATSC
 - https://ask-atsc.atsc.army.mil



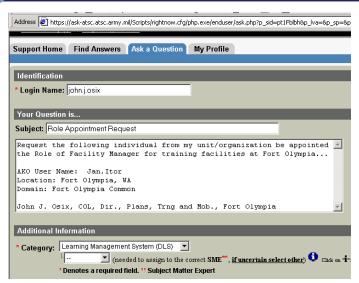
Component Organization Responsibilities

ATSC	DLS	Proponent
ATIS- related	DTF-related	Courseware
Training Development	Facilities	Content
Training Resources	Network	Us ability
Collective Training	VTT	Proponent Doctrine
Legacy Systems	LMS-related	Resident Issues
Army & TASS	Access	eMentor Help
TRADOC Policy	Functions	Subject Research
CRXXI	Sys/Admin	
Regulations & Publications		
DL Contracts		

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Role Appointment Example



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Five Essential Message Elements

- AKO User Name
- Location of RBU (esp. Faculty)
- Requested Role(s)
- Appointing Authority
- Security Domain (requesting organization)

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To Ensure Successful Appointments...

NOTE:

The individual appointed must have an existing account established in the LMS.

SysAdmin cannot add Roles to a Learner who is not in the system.

Establishing an account is as easy as

LOGGING IN ONE TIME.